

Attach check or
money orderDO NOT
SEND
CASH

APPLICATION FOR RENEWAL OF AN INITIAL LICENSE

(Note: You may not renew your license earlier than one year from its expiration date.)

**Board of Educational Examiners
Use Only**

INSTRUCTIONS: (Please allow four weeks for processing. Incomplete applications may be returned.)

Revised 05/08

1. The application packet must include a completed application, \$85.00 fee, verification of completion of the child and dependent adult abuse training, and applicable late fees.
2. Include a copy of the certificate verifying completion of the **child and dependent abuse mandatory reporter training** if currently teaching in an Iowa School system **or** if you have an Iowa address. The mandatory reporter training is waived if you do not have an Iowa address **and** you are not teaching in Iowa.
3. Send all materials and check or money order (made payable to the Board of Educational Examiners) to the **Board of Educational Examiners, Licensure, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-0147.**
4. All fees are NONREFUNDABLE.
5. **LATE RENEWAL FEE.** An additional fee of \$25.00 per calendar month, not to exceed \$150.00, shall be imposed if a renewal application is submitted after the expiration date. The board will waive the late fee for the following: (a) not currently practicing as an educator in Iowa, (b) obtaining a Substitute License.
6. The Initial License may be renewed only twice, for a total of three terms. The second renewal application must be accompanied by a letter from a school district administrator indicating contracted employment.

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Home Phone ()	Work Phone ()	Email Address	

Please verify PK-12 teaching experience if you have any. Note: Do not include substitute-teaching experience.

From (month and year) Until (month and year) School District State

From (month and year) Until (month and year) School District State

☐ I verify that I am not currently teaching OR

☐ I verify that I have not yet completed two full years of teaching experience (or three years in a nonpublic school setting).

Background Information:

For any "Yes" response, attach a written explanation on 8 1/2" x 11" paper. Be sure to include the date of the violation. DO NOT explain on this application form. *If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application, if no further conviction(s) has occurred.

- a. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a crime other than parking or speeding violations?
(NOTE: Include all deferred judgments.)
- c. Yes ☐ No ☐ Do you currently have any criminal charges pending against you?
- d. Yes ☐ No ☐ PR ☐ Have you ever had a founded report of child abuse made against you?
- e. Yes ☐ No ☐ PR ☐ Have you ever had an educational license revoked or suspended?
- f. Yes ☐ No ☐ Are you a United States citizen? If you answered "No," check if you are:
- ☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
 - ☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
 - ☐ a foreign national not physically present in the United States.
 - ☐ other – Please provide a detailed explanation on a separate 8 1/2 x 11 sheet of paper

Statement of Fraud:

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

 Signature of Applicant

 Date